Figure 11: Export Text File dialog

> **ℹ Tip**
>
> To have Calc save documents by default in a file format other than the default ODF format, go to **Tools > Options > Load/Save > General**. In the section named *Default File Format and ODF Settings*, next to *Document type*, select **Spreadsheet**, then next to *Always save as*, select your preferred file format, for example one of the available Microsoft Excel options.

Password protection

To protect a spreadsheet and restrict who can open, read, and make changes to it, you have to use password protection. Password protection is common to all LibreOffice modules; for more information, see Chapter 1, Introducing LibreOffice, in the *Getting Started Guide*.

Navigating within spreadsheets

Calc provides many ways to navigate within a spreadsheet from cell to cell and sheet to sheet. You can generally use the method you prefer.

Cell navigation

When a cell is selected or in focus, the cell borders are emphasized. When a group of cells is selected, the cell area is colored. The color of the cell border emphasis and the color of a group of selected cells depends on the operating system being used and how you have set up LibreOffice.

- Using the mouse – place the mouse pointer over the cell and click the left mouse button. To move the focus to another cell using the mouse, move the mouse pointer to the cell and click the left mouse button.

- Using a cell reference – select or delete the existing cell reference in the Name Box on the Formula Bar (Figure 4 on page 18). Type the reference of the cell you want to move to and press the *Enter* key. Cell references are case insensitive. Thus, typing a3 or A3 will move the focus to cell A3.

- Using the Navigator – go to **View > Navigator** or press the *F5* key to open the Navigator dialog (Figure 12). Type the cell references into the *Column* and *Row* fields and press the *Enter* key. You can also use the Navigator deck in the Sidebar.